



**Minutes of the Meeting of the Members  
Held Thursday, May 15, 2014, 5:00 p.m. – Executive Boardroom - CCMB**

**PRESENT:**

**Board Members:**

Dr. A. Naimark, Chair	Dr. S. Ahmed	Ms. E. Bishop
Ms. S. Boulter	Mr. G. Campbell	Dr. J. Foerster
Dr. G. Glavin	Ms. A. Kennedy	Ms. B. Lillie
Mr. D. MacDonald	Ms. A. Magnifico	Ms. S. Mazur
Ms. G. Paziuk	Ms. W. Rudnick	Ms. D. Samatte
Mr. G. Tallon		

**Management/Staff Members/Invited Guests:**

Management:

Dr. S. Navaratnam	Mr. B. Funk	Ms. V. Wiebe
Ms. K. Suderman	Dr. M. Pitz	Mr. J. Ioculano
Dr. D. Jin		

**Regrets:**

Ms. J. Baldwin	Ms. D. Heathcote	Ms. T. Mrozek
Ms. A. Stenning (CCMF)		

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**1.0 Call to Order/Meeting Overview**

Dr. A. Naimark called the meeting to order at 5:05 p.m.

**2.0 Presentation: “Moving Forward: Information Technology Renewal & Electronic Oncology Record Update”**

Dr. Navaratnam introduced the CancerCare Manitoba team invited to present on the above referenced topic: Dr. Marshall Pitz, Chief Medical Information Officer, Dr. Dean Jin, Solutions Information Officer, Mr. John Ioculano, Project Director, Oncology Systems. Dr. Navaratnam thanked the team for their leadership in this project which they have agreed to do in addition to retaining their existing responsibilities.

During discussion of the presentation the following points were made.

- The goal of the project is to streamline patient care by commencing the workup required for oncology appointments prior to the patient’s arrival at clinic.
- Patients will have the opportunity to access their medical information directly online resulting in better informed decisions and discussions with health care providers.

- The project team was urged to be aware of how patients and/or healthcare providers will be able to access this electronic information in areas where internet access is limited or not available not well supported. Given CancerCare's Manitoba Act establishes CancerCare Manitoba's provincial mandate and mission the Board of Directors sees province-wide internet accessibility as a necessity to fully implement CancerCare's electronic information strategy
- This initiative directly addresses a previously identified corporate risk. It was suggested that in future any /initiatives that are intended to mitigate corporate risks be identified as such and linkages to the corporate risk profile noted in the presentation...
- The funds required to move forward on this project are available through efficiencies gained. This type of redirected funding is in line with the mind set and priorities of Manitoba Health.
- Although the project is well conceived major challenges are expected in meeting the established timelines.
- This initiative incorporates aspects of the In Sixty Initiative (Manitoba Cancer Patient Journey Wait Times Reduction) such as rolling information systems out to sites operating within the community cancer hubs and the creation of a Cancer Patient Passport.
- Effective relations with various platform vendors (i.e. Varian, etc.) are key to ensure requirements of the electronic information systems satisfy the needs of both patients and providers.

The presenters were thanked for a well-organized and informative presentation.

### **3.0 Review & Approval of Agenda**

The agenda was reviewed with the following amendment. The revised terms of reference of committees (item 5.2 a. under Matters for Concurrence Without Debate was deferred pending review by the Nominations & Governance Committee. The agenda for the May 15 2014 CancerCare Manitoba Board of Directors meeting was approved as amended.

### **4.0 Minutes of April 17, 2014 Meeting**

The minutes of the April 17, 2014 meeting were distributed for review and approval. It was:

***Moved by Anna Maria Magnifico, seconded by Don MacDonald that the minutes of the April 17, 2014 meeting be approved as corrected with the correct dates referencing Urgent Cancer Clinic timelines.***

**Motion carried without dissent**

### **5.0 New Business**

#### **5.1 For Information Only**

It was noted that if members have questions regarding the information within this section of the Board agenda they can do not need to wait until the Board meeting to seek answers from senior staff members...

*Recorder: PA*

## **5.2 For concurrence without debate**

### a) Committee Terms of Reference

As per discussion under item 3.0 these items are deferred until a review by Nominations & Governance is completed.

## **5.3 For Discussion/Resolution**

### a) Radiation Oncology Program

Dr. Navaratnam introduced Kathy Suderman, Administrative Director, Radiation Oncology Program. Dr. Navaratnam announced that Ms. Suderman is retiring from her position as at June 30 2014 after 30 years of service. Appreciation for Ms. Suderman's continued dedication and leadership in the Radiation Oncology Program was expressed by the Board of Directors.

Ms. Suderman thanked both Senior Leadership and the Board of Directors for the opportunities that she has experienced throughout her time of employment at CCMB. The program has achieved many milestones including reduced wait times, increased opportunities for physician recruitment/retention, leadership role in radiation therapy education and expansion of radiation therapy outside of Winnipeg (Western Manitoba Cancer Centre).

### b) Risk Management Report

The timeframe for this report is January – December 2013 with the section on adverse events also including events for the period of November – December 2012. Senior Management was commended on the quality of the document. 2015-16

### c) \_Regional Health Plan

Dr. S. Navaratnam and Mr. B. Funk presented an overview of the Regional Health Plan 2015-16. Ms. B. Lillie indicated that the Plan had been discussed at the May Finance & Audit Committee meeting where it was noted that resource pressures will continue and that any funds gained through efficiencies will be redirected to innovations targeted at enhancing patient care. Going forward this will be the main source of funding of new initiatives.

**MOVED by Finance & Audit Committee that the Board approved the 2015-15 Regional Health Plan as presented.**

**Motion Carried.**

### c) Naming of Research Facilities

Through continued discussions with Senior Scientists associated with Manitoba Institute of Cell Biology and others it was concluded that it would be helpful to provide a collective name for the research facilities to be accommodated by CCMB. This matter was discussed at the May 2014 Executive Committee meeting and the attached

*Recorder: PA*

memorandum to the Board recommending a specific name prepared. Following a brief discussion it was:

**MOVED by Executive Committee that Board of CancerCare Manitoba approved the designation of the space and other physical facilities CCMB makes available for research activities as the “CancerCare Manitoba Research Centre”.**

**Motion Carried**

## **6. Senior Officers Reports**

### a) Chair

It was noted that the Manitoba Institute of Cell Biology draft amending agreement will be submitted to University of Manitoba for review by their internal counsel and then circulated for comment at CCMB.

### b) President and Vice-Presidents

Dr. Navaratnam provided an updates as follows:

- Work on several initiatives in addition to the IT Transformation (presentation) is ongoing.
- In Sixty (Cancer Patient Journey) is continuing to move forward. The initiative is now at the stage of incorporating systemic changes.
- The Capital Project is advancing and Dr. Navartnam has held recent discussions with Manitoba Health (Capital Planning Branch) at their request for an update. As a part of this the Functional Plan is being reviewed based on a tri-streamed approach focusing on requirements for clinical, research and innovation.
- Planning for the CCMB Strategic Retreat is continuing with Dr. Terry Sullivan agreeing to act as a consultant/facilitator/keynote speaker. Dr. Sullivan is a former CEO of CancerCare Ontario and has held various positions within The Canadian Partnership Against Cancer. The date for the Retreat will be finalized once further discussions with Dr. Sullivan have taken place.
- Reorganization of staff assignments continue in order to meet required functionality. The position of Director of Nursing has been re-introduced and will be held for a one year term by Pamela Johnston, Director of Quality, Patient Safety and Risk. To allow for this reassignment Ms. Venetia Bourrier, Director of the Provincial Oncology Program (PODP) and Pharmacy will take on the position of Director Patient Safety & Quality while maintaining her leadership role with the PODP.
- Regional Health Authority CEOs were invited to participate in a tour of the MacCharles site of CancerCare Manitoba while here to attend a Health Senior Leadership Council meeting. The CEOs were most appreciative of the time and efforts staff gave to ensuring all questions were properly addressed and this senior leadership group gained a greater overview of the ongoing work at CCMB as it relates to In Sixty initiatives.

## **7. Adjournment**

*Recorder: PA*

The meeting was adjourned at 7:05 p.m.

**An in camera session for Officers of the Board commenced at 7:15 p.m.**

**NEXT MEETING: Thursday, June 19, 2014 – 5:00 p.m.**

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**Chair**

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**Date**

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**Secretary, Treasurer**

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**Date**